



State of California
Department of Corrections and Rehabilitation
Office of Legal Affairs

Duty Statement

Incumbent:

Location: CDCR 1515 S Street, Sacramento CA 95811

Position Title: Associate Director, Workers' Compensation Statewide Administrator

Classification: Career Executive Assignment, Level B

Position Number (s): 065-400-7500-xxx

Supervised By: Assistant Secretary, Legal Affairs and Chief Counsel (Exempt)

The California Department of Corrections and Rehabilitation and the California Correctional Health Care Services are committed to building an inclusive and culturally diverse workplace. We are determined to attract and hire more candidates from diverse communities and empower all employees from a variety of cultural backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts to increase representation at all levels of the Department.

General Statement: Under the administrative direction of the Assistant Secretary, Legal Affairs and Chief Counsel, the Career Executive Assignment serves as the Associate Director (AD), Workers' Compensation Statewide Administrator, provides leadership and policy direction for the Workers' Compensation (WC) unit. The AD plans, develops, and formulates comprehensive and pro-active statewide policy and procedures for the Program, including the effective and efficient delivery of services; as such, is responsible for infusing strategic thinking into the organization by embracing change, promoting effective change management, and fostering an environment strengthened by creativity and innovation. As a member of the Office of Legal Affairs (OLA) Leadership Team, the incumbent serves as the principle policy advisor to Executive Leadership regarding WC related matters. The AD consults, meets, and collaborates with the Governor's Office, departmental executive management, control agencies, labor organizations, and other outside entities. The incumbent is expected to ensure the program operates in compliance with laws, regulations, legislative and control agency mandates, and policies of the California Department of Corrections and Rehabilitation (CDCR).

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Description of Duties:

A. Specific Assignments (Essential [E] / Marginal [M] Functions)

- 40% (E) Establish and make decisions on statewide issues related to WC and serve as the principal policy advisor to CDCR Executive Leadership on all WC related matters.
- 20% (E) As a representative of the OLA, collaborate with the Executives representing the Office of Civil Rights, Human Resources, Labor Relations, and Peace Officer Selection and Employee Development to ensure a global approach to case management policy and training.
- 20% (E) Advise the Assistant Secretary, Legal Affairs and Chief Counsel on WC related changes resulting in the need for revised or developed legislation, policy revision, and court decisions impacting the administration of CDCR's WC program. Will also serve as the CDCR subject matter expert to address inquiries presented by legislative and court orders.
- 10% (M) Advise the Assistant Secretary, Legal Affairs and Chief Counsel and other management on matters relating to, and remediation of, issues that have a fiscal or legal implication for CDCR and the State.
- 5% (M) Communicate information, verbally and in writing to leadership, employees, and external stakeholders. Manage the preparation of complex documents and information, including legislative bill analysis and budget documents, prepares and composes correspondence, reports, issue memos, policies, procedures, and training materials related to WC. Represent the program and its work at meetings, conferences, focus groups, etc., on a variety of issues, serving as a subject matter expert. In this capacity, the incumbent will present, explain, define, and educate the leadership, customers, and stakeholders on a variety of WC program issues. Work collaboratively with internal and external stakeholders and control agencies to ensure a collaborative approach to the implementation of new policies. Represent CDCR and OLA at meetings, conferences, and public hearings.
- 5% (M) Serve as a member of the OLA management team, contributing to development of long and short-term strategic goals. Collaborate with the management team for the development and continuous improvement of WC and OLA organization processes.

B. Supervision Received

Under the administrative direction of the Assistant Secretary, Legal Affairs and Chief Counsel.

- C. Supervision Exercised
Incumbent has supervisory responsibility for a variety of staff services and administrative classifications. The position also has statewide functional responsibility for the application of the WC program.
- D. Administrative Responsibility
The position is responsible for an operating budget of \$400 M.
- E. Personal Contacts
Internal: Agency Secretary, Directors, Deputy Directors, Division Chiefs, Wardens, Regional Parole Administrators, supervisors, and line staff.
External: Governor's Office, Legislature, State Compensation Insurance Fund, stakeholders, state agencies, federal agencies, vendors, and labor organizations.
- F. Actions and Consequences
Moderate to high consequence of error. Assume and demonstrate independent responsibility for decisions and actions having broad programmatic and politically sensitive implications on a variety of complex issues.
- G. Knowledge, Skills, and Abilities (KSAs)
Knowledge of: The organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.
- H. Desirable Qualifications
Incumbent must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities. The incumbent should have knowledge

of the organization and functions of California State Government, including the organization and practices of the Legislature and Executive Branch; methods of problem solving; and principles and practices of policy formulation and development.

I. Physical and Environmental Demands

Work Environment: Work in a climate-controlled, open office environment, under artificial lighting, exposure to computer screens and other basic office equipment; work in a high-pressure, fast-paced environment, under time-critical deadlines, work long hours; must be flexible to work days/nights, weekends, and select holidays as needed; during peak periods; appropriate dress for the office environment.

Essential Physical Characteristics: The physical characteristics described here present those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodation may be made to enable an individual with a qualified disability to perform the essential functions of the job, on a case-by-case basis. Ability to attend work as scheduled and on a regular basis, and be available to work outside the normal workday when required. Continuous: Upward and downward flexion of the neck. Frequent: sitting for long periods of time (up to 70%); repetitive use of hands, forearms, and fingers to operate computers, mouse, and dual computer monitors, printers, and copiers (up to 70%); long periods of time at desk using a keyboard, manual dexterity and sustained periods of mental activity are needed; Frequent: walking, standing, bending, and twisting of neck, bending and twisting of waist, squatting, simple grasping, reach above and below shoulder level, and lifting and carrying of files and binders.

Note: Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

J. Working Conditions and Requirements

High Rise Office Building: No

Work Schedule/Hours: Monday – Friday with work outside of normal business hours as needed

Travel Requirements: Statewide travel required

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss with your concerns with your immediate supervisor. If unsure of a need for reasonable accommodation inform the hiring supervisor, who will discuss your concerns with the Office of Employee Health and Wellness)</i>		

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence or relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE